

**DEPARTMENT OF EDUCATION  
BULLARD-HAVENS TECHNICAL HIGH SCHOOL  
JOB OPPORTUNITY  
TWO (2) POSITIONS  
BUILDING AND GROUNDS PATROL OFFICERS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 500 Palisade Avenue, Bridgeport, CT 06810  
**Hours:** One position is 30 hours per week and the other 32.5 hours per week  
**Salary:** \$17.12 Hourly  
**Closing Date:** January 17, 2011

**GENERAL KNOWLEDGE:**

Interpersonal skills, communication skills, ability to think and act quickly in an emergency with judgment and discretion.

**EXAMPLE OF DUTIES:**

Enforces regulations relating to parking and traffic control on school property; issues tickets for violations; gives information and assistance to visitors; guards entrances and exits to prevent trespass, vandalism, theft and other violations; performs routine patrol duty and monitors security and alarm systems to detect theft and other criminal acts; provides security escorts; may provide first aid; performs dispatching and record keeping functions at a desk post; may assist in fire prevention and fire fighting activities; performs related duties as required.

**GENERAL EXPERIENCE:**

Any experience and training which would provide the knowledge, skills, and abilities listed above.

**CHARACTER REQUIREMENT:**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

**PHYSICAL REQUIREMENT:**

Candidates must be in good health; candidates must have and retain sufficient physical strength, stamina, agility, visual and auditory acuity to perform the duties of the class. Applicants may be required to pass a physical examination.

Incumbents in this class may be exposed to the attendant discomforts of working outdoors, to the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury in performing the duties of the class.

**Note:**

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**APPLICATION PROCEDURE:**

In addition to meeting the above requirements, candidates **must** submit the following information in order to be considered for this position.

1. Cover letter
2. Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. Three (3) current letters of professional reference to:

**Bullard-Havens Technical High School  
500 Palisade Avenue  
Bridgeport, CT 06610  
ATTN: Annette Segarra-Negron, Business Manager  
TEL: (203) 579-6333  
FAX: (203) 579-6904  
E-MAIL: [annette.segarra-negron@ct.gov](mailto:annette.segarra-negron@ct.gov)**

"The Connecticut State Board of Education is an equal opportunity/affirmative action entity. For more information, please call Levy Gillespie, Equal Employment Opportunity Director, State of Connecticut Department of Education, (860)-807-2101 (Equal Employment Opportunity Director (American with Disabilities Act Coordinator); and/or Beatrice Tinty, Education Consultant, Connecticut Technical High School System, (860)-807-2220 (Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)."

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**